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| **Agency** | Department of Home Affairs |
| **Location** | Australian Embassy, Beijing |
| **Position Number** | BJ8-032 |
| **Position Title** | Office Manager |
| **Classification** | LE6 |
| **Section** | Department of Home Affairs (Australian Embassy Beijing) |
| **Reports to (title)** | Principal Migration Officer – Operations & Integrity |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary** | RMB 368,928.00 (plus loading if applicable) |

**Australian Government’s Department of Home Affairs**

## The Department of Home Affairs is a central policy agency, providing coordinated strategy and policy leadership for Australia's national and transport security, federal law enforcement, criminal justice, cyber security, border, immigration, multicultural affairs, emergency management and trade related functions.

## Immigration Programs Division delivers the permanent migration and temporary visa programs to maximise the long-term economic and social benefits to Australia across the Skilled, Family and Resident Return visa programs, and through Temporary entry to support tourism, education and international relations.

**About the position**

## The Office Manager reports directly to the Principal Migration Officer and is responsible for the overall day-to-day management of financial, asset, programme, personnel and workplace issues across the Home Affairs office in Beijing. Operating under limited direction, the Office Manager is expected to provide high-level executive support to the Principal Migration Officer, identifying and resolving issues as they emerge, and representing Home Affairs at senior levels within the Embassy.

## The position also plays a pivotal role in providing an understanding of, and liaison point for, interaction with the Chinese central government in Beijing.

**The key responsibilities of the position include, but are not limited to:**

* Provide high-level and strategic advice to Home Affairs post management on financial management, administrative, consular, property, protocol, information management and security resources to support post objectives.
* Provide advice on the operations of Chinese Government Departments and legislation applicable in China in relation to labour laws, contracting and ad hoc requests.
* Develop plans (including implementation plans) for the work area and contribute to strategic planning for longer term management initiatives.
* Manage the development, formulation and review of the Home Affairs budget and financial operations and align strategic direction and objectives for policies and services in accordance with the organisational guidelines.
* Manage human resources for the Home Affairs office, including identifying training needs, providing induction for new staff, leading and participating in recruitment and selection processes, maintaining statistical and financial records on staffing levels and maintaining sensitive records relating to staffing matters.
* Maintain extensive knowledge of and compliance with legislative, financial and administrative frameworks, government/post decision-making processes and department/post guidelines and regulations.
* Analyse, interpret and apply complex legislation and policy as well as exercise decision making delegations in relation to Immigration and Citizenship.
* Manage and coordinate administration and logistics for Australian-based staff, including travel, accommodation, financial and medical entitlements and office administration and logistics as required.
* Manage complex contracts with third party providers in accordance with departmental guidelines.
* Oversee the management of visit arrangements for Ministerial and other official delegation visits including logistics, planning, and budgeting, liaising with other agencies and external providers.
* Provide high-level advice to Australian-based staff on managing and allocating human, physical and IT resources.
* Develop, strengthen and maintain strategic relationships with various stakeholders. including Home Affairs headquarters, attached agencies and external stakeholders including the host-country’s Ministries, contractors and suppliers.
* Represent and promote the interests of Australia at a range of forums, events and meetings and provide advice on operational and policy issues.
* Establish work priorities, monitor office performance, and provide regular feedback.

**Qualifications/Experience**

* Completion of a tertiary level qualification is desired.
* Highly developed written and oral English language skills are essential and fluency in Mandarin is desirable.
* Highly developed management, organisational, leadership and interpersonal skills. Ability to coordinate and contribute to corporate, financial, human and physical resource management of the office as well as other general administrative matters.
* Understanding of the operations of the Chinese Government and relevant departments is essential.
* Proven organisational abilities and successful workload management practices in order to deliver in a high-pressured environment of tight deadlines and competing priorities.
* Ability to work independently with limited supervision and have high levels of judgement and initiative, in addition to an ability to provide quality advice to senior managers.
* Strong leadership, management and interpersonal skills in order to support day-to-day operations.
* Well-developed experience in the use of office computer systems and the aptitude to quickly acquire new skills as necessary to deal with IT problems. Knowledge of Home Affairs systems and processes is highly desirable.
* Ability to interpret and apply legislation and policy as well as exercise decision-making delegations in relation to Immigration and Citizenship services, as necessary.

## What the Australian Embassy offers:

* Attractive remuneration package that includes performance bonuses, additional insurance coverage, 14 public holidays and generous leave provisions
* Safe and secure workplace where safety of employees is a high priority, and a diverse and inclusive workplace is actively promoted
* Opportunity to work in a diplomatic mission and interact with colleagues from a broad range of interesting areas
* Opportunity to learn new skills and meet unique challenges

**How to Apply**

Your application, written in English, should include:

* Curriculum Vitae (maximum 2 pages)
* Application for Locally Engaged Staff Employment (please see Attachment A)
* Maximum 500 words pitch (further instructions below)

Please email your application to [**beijinghrrecruitment@dfat.gov.au**](mailto:beijinghrrecruitment@dfat.gov.au) **before 17:00 on Tuesday, 30 May 2023**.Applications received after this time will not be considered.

Applications must be in either Microsoft Word or PDF format, with a maximum email size of 3MB.

For further information about this position, please contact [**beijinghrrecruitment@dfat.gov.au**](mailto:beijinghrrecruitment@dfat.gov.au).

Please note that only applicants short-listed for interview will receive a written reply. If you have not received any communication from the Human Resources Section of the Australian Embassy within four weeks after the close of application, please consider your application unsuccessful. Thank you for your understanding and your interest in working at the Australian Embassy, Beijing.

**Attachment A: Application for Locally Engaged Staff Employment**

Position you are applying for: Date available for work**:**

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| **PERSONAL INFORMATION** | | | | | |
| Title: | | Last Name: | | | First Name: |
| Email Address: | | Contact Number: | | | Citizenship(s) |
| Address: | | | | | |
| Are you eligible to work in the country in which you are applying for a position? Yes  No  *(Note: to be eligible to work in this country you should be a citizen, hold or be able to obtain an appropriate working visa)* | | | | | |
| How did you hear about the vacancy? | | | | | |
| **PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT Yes  No** | | | | | |
| Have you ever been employed by the Australian Government, either in Australia or overseas?  If yes, please provide the details.  If yes, did you ever receive a redundancy or other payment benefit? | | | | | |
| **REFERENCES** | | | | | |
| Please provide the names and email addresses of two work-related referees whom we can contact. Both referees should  be able to comment on your work performance. | | | | | |
| **REFEREE 1** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **REFEREE 2** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **APPLICANT’S STATEMENT** | | | | | |
| The above information, to the best of my knowledge, is true and correct. I consent to the mission collecting and  using information, and to relevant employers / supervisors disclosing information, in relation to my work performance  and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and  suitability for employment. I understand that misstatements or omissions in my disclosures may result in a failure to hire  or immediate discharge if they are discovered  Accept: Name: Date: | | | | | |

**Guidance for your one-page pitch**

Your one-page pitch should be compelling and convincing. It is a chance to tell the panel why you are the right person for the job. The panel wants to know why you are interested in the role, what you can offer DFAT, and how your skills, knowledge, experience and qualifications are applicable to the role. It should be **a maximum 500 words (12 font).**

• Say what you did (actions) and the result (outcomes)

• Use practical and substantiated outcomes

• Show your resilience and adaptability

• Highlight your strengths and interests

• Don’t assume the panel knows you or your work

• Make it appealing and interesting e.g. demonstrate how you ‘solved a difficult issue’

• Stick to the point – quality not quantity

• Use the word limit wisely

• Don’t repeat what’s already in your CV

• Ensure you check the spelling before you submit your application